



## SUNSHINE COAST MINOR HOCKEY ASSOCIATION

### Meeting Minutes

Tuesday, August 13th, 2024 | 6:30pm-9:00pm

Location: 5605 Gowland Road, Sechelt BC

### Agenda

1. **Call to Order Time: 6:40pm**
2. **Approval of Agenda 1st / 2nd / Amended/Carried/Defeated**
3. **Approval of Previous Minutes 1st / 2nd / Amended/Carried/Defeated**
  - 3.1. July 3<sup>rd</sup> Meeting Minutes- Adora
  - 3.2. July 17<sup>th</sup> Meeting Minutes- Poppy
4. **Business Arising from Previous Minutes | Action Items**
5. **Director's Reports:**
  - 5.1. Director of Hockey Operations Report | Coach Selection Update
  - 5.2. President's Report
  - 5.3. Vice-President's Report
  - 5.4. Registrar's Report
  - 5.5. Ways and Means Report
  - 5.6. Treasurer's Report
  - 5.7. Secretary's Report
  - 5.8. Director of Female Hockey Operation's Report
  - 5.9. Ice Scheduler's Report
  - 5.10. Equipment Manager's Report
  - 5.11. Director of Recreation Report
  - 5.12. Risk Manager's Report
6. **New Business:**
  - 6.1. Board Chat/Posting of Meeting Minutes and Upcoming Meeting Dates | James/Kate
  - 6.2. Summer Development Camp Updates | Kori, Mel, Kate, Jenise
  - 6.3. Release of Liability & Waiver of Claims-Updated | Kate
  - 6.4. Overview for Team Allocation
  - 6.5. Player Evaluation App Discussion
  - 6.6. Storage Room Update-Kori
  - 6.7. Other New Business



## Meeting Minutes

**Present:** James Wood, Kate Turner (Minute Taker), Melissa Tripp, Kori Hudrick, Kendra Bell, Stacey Rumba, Karen Graves

**Regrets:** Poppy Hallam, Jenise Powers, Adora McTaggart, Christine Hardt

### 1. Call to Order Time: 6:40pm

### 2. Approval of Agenda: Approval with the addition of “Storage Room Update” by Kori.

### 3. Approval of Previous Minutes

- a. Correspondence sent to Poppy to have minutes from July 17<sup>th</sup> meeting amended. The report submitted by the Vice President and the Coastal Tsunami update was not included in the minutes. Ways and Means has also submitted a few corrections.
- b. ACTION: Secretary to amend minutes as per requests and resubmit minutes at the August 20<sup>th</sup> meeting for approval.

### 4. Business Arising from Previous Minutes | Action Items

- a. Melissa to send out an association email soliciting for a Rep Coordinator. On August 9<sup>th</sup> Melissa sent out an email calling for volunteers and sharing the requirements for the roll:
  - i. Setting up, scheduling and coordinating the “Coastal Cup” September U13A, U15A and U18A exhibition games with Powell River, including coordinating game numbers and rosters and communicating with coaches and the ref assignor.
  - ii. Keeping track of referee fees for the “A” teams and working with the treasurer to disburse those funds to the “A” teams
  - iii. Assisting with conflict resolution with the “A” teams as needed
- b. James to send follow-up correspondence to Trail Bay Source for Sports in regard to their proposed contract. The board has decided it is essential to explore our options when purchasing equipment which is in the best interest of our membership and fiscally responsible.
  - i. In response to James’ email, Trail Bay Source for Sports thanked the association for considering a contractual proposal while acknowledging it might not be suitable currently. They remain open to future discussions. TBS commits to providing quality products at competitive prices and requests to be considered for future quotes and clarified that from June 1, 2024, all sponsorship and fundraising proceeds from online stores will convert to in-store credits for the association, with documentation provided for account reconciliation, and payments made 30 days after order fulfillment.



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## 5. Director's Reports

### 5.1 Director of Hockey Operation's Report | Caymen Froude

- Coach selection process almost complete – waiting for a few more seasonal plans. All meetings are done – ice times for coach selection are coming up this weekend.
- Working with Kate to schedule Powell River exhibition series
- Summer camps are underway and going well, Caymen has 3 Coastal Tsunami players helping with the U18 group.
- Currently organizing coaches for house programs and divisional skates
- U11A team has been accepted into the Richmond tournament on October 11th – 14th
- U13A has been accepted into the Penticton tournament on October 11th – 13th
- U15A tournaments are pending – currently waitlisted for Peninsula and Kelowna
- The Board would like to see Caymen come to the next Board Meeting.
  - ACTION- Kate to invite Caymen to August 20 meeting.
- Caymen submitted his monthly DOHO invoice for review.
  - A motion was proposed to approve the payment of Caymen's invoice, which has been presented with a total value of \$1,820.00. *Motion was carried.*

### 5.2 President's Report | James Wood

- Wrote corresponding email to TBS
- Reached out to Lon's Crane with regard to the moving of the Sea Can from Stu Frizzell's property to James's.
- Received the following email from PCAHA President Melanie Earland with regard to the U9 Full Ice Pilot:
  - **PCAHA has been officially notified by Hockey Canada that the PCAHA U9 pilot request has been approved for the 2024-25 season. Hockey Canada has agreed to this pilot request (and one in Ontario) because there is trust in the membership. They reiterated that they understand and appreciate the work that Members have done to promote the value of the Player Pathways, including U9 half-ice hockey. Hockey Canada remains confident in its belief that, overall, half-ice hockey is beneficial for 7- and 8-year-olds, but by agreeing to this pilot is open to addressing challenges identified by those delivering our game in some locations. Doing so in the form of a pilot allows for a controlled and monitored environment to obtain valuable data, insights and research to inform future discussions and decisions.**
  - ACTION: Kendra to schedule U9 Transition ice for full-ice transition.
- Volunteering this week with Next Level Hockey camp.



### 5.3 Vice President's Report | Kate Turner

- **Motion of On-Ice Logo Installation: 2024 via Board Text Group Chat**
  - **The following motion was carried on July 24<sup>th</sup>, 2024**
    - A motion was made for the purchase of the mesh fabric logo for \$750.00 and the installation fee of \$300.00 to be used in conjunction with the installation of ice. This purchase will replace the hand painted logo previously used by the SCRD and allow us to prominently display our main logo in a more effective and efficient manner. The mesh fabric logo will be reused annually.
- **Enio Development Camp:**
  - Sent out correspondence for both the Enio Player Development Camp and the Coach Seminar taking place August 23<sup>rd</sup>-25<sup>th</sup>. I'll send out another reminder to register later this week.
    - U11/U13 Session currently has 15 registered
    - U15/U18 Session has 11 registered.
  - There are 13 coaches registered for the Coach Seminar.
  - Numbers are good this far out. We should see a few more register before the dates.
  - Accommodations are organized for Enio. Huge thanks to Nicole Hagedorn for generously offering her family cabin again this year for Enio and his wife. This generosity continues to allow us to have high calibre guest coaches. I would like to express our appreciation by purchasing Nicole a \$200.00 Gift Card.
    - A motion was put forward to express gratitude for Nicole's generosity by purchasing a gift card valued at \$200.00. **Motion Carried.**
      - **ACTION: Kate to purchase gift card.**
- **Rep Evaluators**
  - Provided Assistance to Caymen in organizing rep evaluators for the upcoming tryouts for the U13A and U15A divisions. U11A evaluators will be secured following the Coach Selection committee's decisions. Tyler Graham has confirmed 4 evaluators for his U18A tryouts.
- **Conduct and Discipline Coach Seminar-September**
  - Working with Caymen to create a lesson plan for a seminar dedicated to conduct and discipline within hockey coaching. Scheduled for mid-September, this initiative focuses on equipping coaches with the tools to nurture a secure and inclusive environment, along with strategies to handle any arising issues among players and parents.
  - The board discussed inviting team managers to this session as well but it was decided that the information would also be shared at the Managers meeting.
  - Kori raised a concern regarding the burden placed on coaches by the conflict resolution flow chart, highlighting that, in addition to their existing



responsibilities, coaches are also expected to manage issues among children and parents. Kori suggested that each team should appoint a specific individual dedicated to conduct matters to alleviate this burden. Moving forward coaches will be responsible for selecting a conflict resolution liaison for their respective teams.

- Action Item: Kate will work with Kendra to arrange for a room booking for this seminar.

- **Rep Exhibition Games:**

- Working with Ryan Milne, PRMHA Rep Coordinator, to organize the rep exhibition games in September. Home and home games will be organized for September 7<sup>th</sup>, 8<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>.

- **Website Updates:**

- Added the team schedules back onto the website so they are public. Also added the tryout schedule. Few more ongoing updates to do on the site. As always, if you see something out of date please notify me!

- **Coach Assignments**

- U15C: Head Coach, Brad Plows
- U7: Head Coach, Callum Vaughn
- U9: Head Coach, Robert Beaupre
  - All coaches have been notified, with formal announcements pending later this week.
- U18C Head Coaches will be, Ed Stubley and Eli Rowan, who will be notified within the week.
- The decision on coaches for U13C and U11C will follow the rep Coach assignments.
- Female Division: Kori provided updates regarding the coach appointments for the Female division.
  - U15 Female- Matty Devinish
  - U11 Female- Renae Gould
  - U18 Female- Rylee Vourtsis has expressed interest in being the assistant coach for the team. Kori has reached out to multiple coaches but hasn't had any luck so far.

- **U9 Division Update:**

- Robert has proposed the U9 Major team's entry into the Lions Gate League. To ensure transparency and community involvement, a division meeting will be scheduled in the first week of September to discuss this proposition. We aim to address any queries and accurately gauge commitment and consensus. Once determined, we will support the majority decision of our association families.
- There was an emphasis on the need to clearly communicate to parents the differences between being part of a league versus a non-league team, including



the commitments and responsibilities they are undertaking towards the team and the league.

- It was noted that team declarations for U9 are due by October 15th, providing some time for thorough planning and consideration.

#### 5.4 Registrar’s Report | Jenise Powers

- No report submitted.
- The following numbers have been pulled from TeamSnap:

2024-2025 Team Roster Sizes		
Team:	Number of Players Registered to Date:	Estimated Team Size
U18A	25	15 + 2
U18C	28	16 + 1/ 17 + 1
U18 Female	10	Move ups from U15?
U15A	23	15 + 2
U15C	13	17 + 2
U15 Female	22	3 Players requested to move to U18 F
U13A	23	13 + 1
U13C	18	13 + 1/ 12 + 1
U11A	26	15 + 1
U11C	21	14 + 1/ 15 + 1
U11 Female	9	
U9	23	*12/11
U9 Female	7	
U7	18	

- Possibility of 2- U13C players moving to U11 Female.

#### 5.5 Ways and Means Report | Melissa Tripp

- Draft Dates for this season:
  - Development & Pro D Days / Stat Holidays
    - September 3rd - Try me day
    - Instructors and themes to be determined for the following dates \*\*  
Tsunami has agreed to assist with players as assistants
      - September 30th
      - October 14th
      - October 25th
      - November 18th



- February 7th
    - February 17th
    - April 22nd
    - May 16th
  - Holiday / December Blues Development Camp
    - December 28th, 28th, 29th, 30th, 31st - Maybe a day or two shorter
  - Riptide:
    - April 4 – 6
    - April 12 - 15
    - April 19 - 21
  - May development ice not used by Tsunami - TBA
    - May 2, 3, 4, 9, 10, 11
- Tournament dates - now submitted to BC hockey and will be updating our website
  - November 29, 30, 31 - U11 / U13
  - December 20, 21, 22 - Female Weekend
  - January 10,11,12 - U9
  - February 14 - 16 - U13A
- 50<sup>th</sup> Anniversary
  - Mel provided an update regarding the organization's anniversary celebrations, clarifying that the milestone marks 50 years of hockey presence on the coast, not the 50th anniversary of SCMHA specifically. It was suggested to create a special logo commemorating "50 Years of Hockey on the Coast" to be featured on the SCMHA website, social media platforms, and potentially the third jersey. Top Shelf is expected to finalize the third jersey design by late August, with an approximate budget of \$200 allocated for incorporating this new logo.
  - The Junior Society has expressed interest in spearheading the anniversary initiatives and may contribute to the costs of creating the logo. The association intends to approach the Men's league for potential contributions as well. Additionally, it was proposed to exhibit all minor hockey jerseys throughout the various events of the year as a showcasing element.
- Tim Hortons jerseys and medals have all been ordered.
- Aug - 12th - 15th camp organization
  - Camps are going well, and we are off to a good start!
  - Updated coaches on numbers as registration progressed and staffing etc.
  - Worked with coaches to get some wording and sent out email encouraging last minute sign ups



- Inquired to Jenise with regard to closing the registration before the camps were full. Requested that registration re-open to allow for maximum capacity and participation in all camps.
- Secured camp insurance for the season. This includes all camps and try-me days.
- Sent email out asking for a volunteer to step forward for the Rep Coordinator position
- Putting together team sponsorship letters for renewals this season.
- Worked with Trail Bay Source for Sports to build the online store for team apparel and swag.
  - Store will have an opening date of September 6<sup>th</sup> and will close on September 22<sup>nd</sup>. Orders will be ready for pick up by the end of October (approximately).

### **5.6 Treasurer's Report | Karen Graves**

- Chequing Account Balance as of Today: \$211,879.91
- Board reviewed balance sheet.
- Complications with QuickBooks this year due to an unintended reset of passwords and account linkages after updating bank signatories. This issue resulted in transactions from the chequing account being incorrectly recorded in the gaming account and vice versa. Following several weeks of communication, the problem has been resolved, but the solution required reloading transactions, which led to numerous duplicates. These duplicates must be rectified manually and have affected both the current fiscal year and the previous one. Corrections for this fiscal year have been completed, and the process to amend last year's duplicates is ongoing.
- Summer revenues are in good shape.
  - ACTION: Karen to rectify expenses.
- Annual subscriptions for renewal:
  - Zoom accounts- we have a SC Minor Hockey account that we will ask Adam Gibson to cancel. We can operate under the free account.
  - Canva- Kori and Kate both have Canva accounts.
- We have received an invoice pertaining to an incident of vandalism in the change room that occurred last year, as reported by the SCRD. To prevent such occurrences in the future, any costs resulting from vandalism will be directly billed to the responsible team.

### **5.7 Secretary's Report | Poppy Hallam**

- No report submitted

### **5.8 Director of Female Hockey Report | Kori Hudrick**

- Initiated communication with families from the Spring Esso program, promoting Esso summer camp and provided information for the 2024 season, targeting additional participants, especially in the U9 and U11 categories.





- Dispatched invitations to all female hockey members regarding a female day camp, extending the invitation to players in Powell River.
- Engaged with two prospective U13 players about the possibility of joining the U11 female team.
- Coordinated preliminary discussions with Powell River and Whistler representatives for exhibition matches for the U11 female team, with follow-up planned for September.
- Reconnected with the previous season's U13 and U9 coaches, Matty and Renee, who have reapplied for their coaching roles. The search for U18 coaches continues.
  - Two former U18 players expressed interest in assisting with coaching, one with the U18 team and the other with either the U11 or U9 team.
- Participated in the Female Committee meeting, discussed U9 full ice implementation, and acquired knowledge about new procedures for tournaments and exhibition games, as well as declaration deadlines: September 15 for U11-U18 and October 15 for U7-U9 teams.
- Successfully secured a \$800 Female Zone Grant to support expenses for bringing coaches over for a training day.
- Applied for IIHF World Girls Ice Hockey Weekend funding to organize a mixed game event involving the U18 female and women's league, aiming for a date between October and December.
- Player Movement Update
  - Kori recommended endorsing three U15 players to advance to the U18 female team, having consulted with their previous coach, who affirmed their readiness for the higher level.
  - **Motion to approved the advancement of Ella Fitchner, Isabelle Straw, and Cadence Stelter from the U15 to the U18 Female team based on skill assessment and coaching support. *The motion was carried.***
- Upcoming Events This Month:
  - Hosting a Female Day Camp featuring Leah Lum on Friday.
  - Organizing an Esso Girls Camp from August 19-22.
- Kori has also been busy creating posters and schedulers for our social media pages for all the summer programs.

### 5.9 Ice Scheduler's Report | Kendra Bell

- Progressing towards completing the core ice schedule, with the expectation of finalizing it shortly. The influx of additional teams this season has resulted in a particularly tight allocation of ice time, although we have secured 52 ice slots per month, representing a slight increase from the previous season.
- Amidst this tighter scheduling, some conflicts have emerged, notably when the Tsunami team has home games scheduled, which may interfere with some Sunday 'A' games.
- The complexity of the schedule has increased, necessitating more extensive coordination efforts. It may be necessary for "C" level teams to occupy early morning slots. It's



recommended that younger teams such as U9 Major, U11C, and U13C are better suited for the early times due to their flexibility.

- **Motion put forward: Teams cancelling ice slots with less than 48 hours' notice, barring exceptional circumstances, will be subject to a \$70.00 per hour fine. Teams with repeated cancellations risk forfeiting their allocated ice times. This measure is to ensure that the limited ice available is utilized efficiently and not left vacant. *Motion Carried.***

### **5.10 Equipment | Stacy Rumba**

- **Equipment and Jersey Update:**
  - The equipment relocation from Melissa Kelly's residence to the First Response storage facility has been completed, and all necessary replacement items have been ordered.
  - New practice jerseys have been procured.
  - Stacey reached out to the third jersey supplier and received a prompt reply. An update is expected later this week, with the supplier confirming the order and ensuring delivery before the start of the season.
- **Trophy Considerations:**
  - Stacey has reported having boxes of old trophies and has inquired about their placement. There seems to be available space in Sechelt's trophy case.
  - Action Item: Stacey will investigate potential locations for displaying the trophies.
- **Third Jersey Design and Production:**
  - John Ridd has taken on the responsibility of designing the third jersey. Once the design is ready, it will be sent to multiple companies to solicit bids for the printing work.
  - Due to the time-sensitive nature of the task, the goal is to have the jerseys available by mid-October.

### **5.11 Director of Recreation and Initiation | Christine Hardt**

- Report Submitted
- Still working on new initiation materials, was hoping to have them finished this month but work has been busy so I'm aiming for September. I'll share them by email when I'm ready for review & comments.
- I've been working on the Sept 3rd free try hockey day with Kori and Melissa. I set up a google registration form as we felt it would be easier for us to manage the sign ups. We'd like to have the registration link added to the website. We had planned to have Caymen coach the ice sessions but he is not available, so I've emailed all our U7-U18 coaches from last season to ask if anyone is available. I'm holding off on advertising the sessions until we get a coach confirmed. I also emailed all the U18 C players to look for some volunteers to help on and off the ice.



- ACTION: Kate to add registration link for Try-It-Free day to website.

## 5.12 Risk Manager's Report | Adora McTaggart

- No Report Submitted
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## 6.0 New Business

### 6.1 Board Chat/Posting of Meeting Minutes and Upcoming Meeting Dates | James/Kate

- Tabled to next meeting.

### 6.2 Summer Development Camp Updates | Kori, Mel, Kate, Jenise

- See Director's Reports

### 6.3 Release of Liability & Waiver of Claims-Updated | Kate

- It was proposed that the Release of Liability & Waiver of Claims be updated for the 2025-2026 Hockey Season:
- **Previous:**
  - IN CONSIDERATION of the Sunshine Coast Minor Hockey Association (SCMHA) accepting this application to participate in its activities I HEREBY agree to waive any and all claims that I have or may in the future have against the SCMHA, Canadian Hockey Association (CHA), the British Columbia Amateur Hockey Association (BCAHA), the Pacific Coast Amateur Hockey Association (PCAHA), and their directors, officers, employees, agents and representatives (all of whom are hereinafter referred to as "The Releasees,") and I FURTHER AGREE to release the Releasees from any and all liability for any loss cause, damage, injury or expense that I may suffer or that my next of kin may suffer as a result of my participation in the activities of the SCMHA, due to any cause whatsoever, INCLUDING NEGLIGENCE ON THE PART OF THE RELEASEES, and I FURTHER AGREE to hold harmless and indemnify the Releasees from any and all liability for property damage or personal injury to any third part resulting from my participation in the activities of the SCMHA and I FURTHER AGREE that this Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, and assigns, in the event of my death.

I have read and understood this Agreement prior to signing it and I am aware that by signing this Agreement I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators and assigns, may have against the releasees.

- **Proposed:**
  - *In consideration for my participation in the activities of Sunshine Coast Minor Hockey Association (SCMHA), I knowingly and voluntarily enter into this Release*



*of Liability & Waiver of Claims, foregoing any future claims against SCMHA, Hockey Canada (HC), British Columbia Hockey (BCH), Pacific Coast Amateur Hockey Association (PCAHA), along with their respective directors, volunteers, players, officers, employees, agents, and representatives (collectively, "The Releasees"). I release and hold harmless the Releasees from all liabilities, losses, damages, injuries, or expenses incurred from my involvement, expressly including those resulting from the Releasees' negligence. This release is also binding on my heirs, next of kin, executors, administrators, and assigns, including in the event of my death.*

*By signing, I acknowledge my understanding and acceptance of the foregoing, thereby relinquishing certain legal rights held by myself and my estate.*

- **ACTION:** Karen to review the proposed change and board will discuss at next board meeting.

#### **6.4 Overview for Team Allocation**

- See Director's report

#### **6.5 Player Evaluation App Discussion**

- Last season, we trialed the Team Genius App specifically for player evaluations during tryouts.
- The associated cost for this digital solution was \$312.50 for each bundle, accommodating up to 25 players.
- However, the app proved to be quite costly when utilized solely for the purpose of tryouts.
- There's potential for increased value if the app is employed consistently throughout the season for ongoing evaluations.
- After considering the cost versus utility, the decision has been made to revert to traditional pen-and-paper evaluation forms for future tryouts.

#### **6.6 Storage Room Update-Kori**

- Kori met with Tom and Graham to discuss storage needs for both the Community Gear program and SCMHA.
- A request was submitted for SCMHA to utilize the storage room shelves for jersey organization, with the green bin in the referee room designated for safety equipment and referee gear, and all training gear to be placed under the stairs.
- Emphasized the distinction between Community Gear and Minor Hockey Gear to ensure clarity and separation of items.
- The SCR D has introduced a rental agreement that all users are expected to sign. There is currently no confirmed date for when we will be notified of our allocated storage space.



- Informed Tom and Graham that the SCMHA will review the contract during our internal meeting and I will provide them with a response within the week.
- Received confirmation that SCMHA is permitted to store safety equipment in the designated green bin within the referee room.
- Tom and Graeme have communicated that all equipment must be stored after use.

#### **6.7 Other New Business**

- No other business noted.

Meeting Adjourned: 9:40pm

***Next Meeting Date: August 20<sup>th</sup> @6:30pm | GACC***